

## **GOVERNANCE & HUMAN RESOURCE COMMITTEE TERMS OF REFERENCE**

<b>APPROVAL DATE</b>	<b>REVIEWED BY COMMITTEE</b>	<b>REVISED BY BOARD AT AGM</b>
December 18, 2018	April 18, 2023	June 20, 2023

### **Purpose**

The purpose of the Governance & Human Resource Committee is to review, report, and make recommendation to the Board on matters of human resources, corporate governance, Board composition and effectiveness, the formation and membership of committees, the objectives, performance, and compensation of the President and CEO.

### **COMPOSITION**

The Committee shall be composed of six persons, of whom at least one (1) shall have knowledge and experience of governance of a Board, and one (1) who shall have knowledge and experience of human resource issues and matters. This will include:

- Three (3) Board members
- The Chairperson of the Board (Ex-officio and non-voting)
- The President & CEO or alternate (Ex-officio and non-voting)

As needed:

- The VP Administration (Ex-officio and non-voting)

The composition of the Committee shall be reviewed at every Annual General Meeting. If the Committee members wish to continue and the Board approves their appointment, there shall be no limit to their terms.

### **APPOINTMENT OF CHAIR**

The Chairperson shall be determined by the Committee at it's first meeting of the fiscal year.

### **DECISION-MAKING PROCESS**

Decisions shall be made by majority vote.

### **AUTHORITY DELEGATED**

The Committee shall make recommendations to the Board on governance matters such as Board recruitment, skill development, Board policy annual review and development, By-Law, and Charter revisions, etc. The President & CEO will serve in an advisory capacity to the Committee.

The Committee shall also make recommendations to the Board on Human Resource matters such as policy review and development, pay grid placement for new President & CEOs, and developing performance matrixes for the President & CEO.

Any committee member shall have the ability to move agenda items to the full Board table enabling all Board members to be present for the full discussion to better inform decision making.

### **TIMEFRAME/REPORTING/DEADLINE**

The Committee will meet as needed, based on the workload assigned to it, by the Board. The Committee will report to the Board of Directors by forwarding minutes of its meetings to the Board. The Board will receive the minutes at the next regular meeting after the Committee's meeting. As a Standing Committee of the Board, there is no limit to its existence.

## **MEETINGS**

The Governance & Human Resources Committee will meet as needed, but at a minimum, twice per year (fall and spring), or at the request of the Committee Chair.

## **STAFF SUPPORT**

The Governance & Human Resources Committee will receive the necessary resources from the College to fulfil their mandate. It will also receive administrative support from the College.

## **COMMUNICATION WITH THE BOARD**

The Committee Chair will report to the Board as needed, depending on the nature of the work being undertaken by the Governance & Human Resources Committee.

## **COMMUNICATION WITH THE President & CEO**

The Committee Chair will communicate with the President & CEO.

## **SPECIFIC AREAS OF RESPONSIBILITY**

The Governance & Human Resources Committee will perform the following work:

- Develop and recommend policies and procedures to ensure sound governance policies and practices are in place, and recommend revisions as required to assist the Board of Directors in fulfilling its oversight responsibilities
- Review periodically the adequacy and effectiveness of governance documents including the bylaws, policies, procedures, and committee terms of reference, making recommendations for change, as appropriate, to the Board of Directors
- Annual review of the size, composition, diversity and structure of the Board of Directors and its committees regarding competencies and skills of its members as related to the current needs of the Board, making recommendations to the full Board for appropriate recruitment and/or training
- Ensure proper orientation, support, and continuing education for the Directors
- Develop and oversee the annual Board effectiveness review process that may include full Board including Chair assessment, self-assessment by individual Directors, and performance assessment of Board committees
- Support the President and President & CEO in their government relations function related to governance issues
- Monitor committee meetings, Board member attendance and engagement
- Maintains and oversees Board member and Chair succession and recruitment plans
- Additional duties as may be delegated to the Committee by the Board of Directors from time to time
- Recruits and recommends appointment of President & CEO
- Establishes President & CEO compensation in accordance with out-of-scope salary grid, benefits, professional development, expenses, and holidays
- Develops performance metrics/indicators for the President & CEO
- Leads the evaluation of President & CEO's performance

## **REPORTING**

- Reports annually on overall Board performance, and Chair evaluations (via Board Effectiveness survey)
- Submits written or verbal reports on Committee activities at each regular Board meeting